



CS Bulletin: CPAIS 04-2

Date: June 1, 2004

To: CPAIS Users

Subject: Entering Commercial Leases into the Corporate Property Automated Information System

PURPOSE

The purpose of this bulletin is to provide guidance to the U. S. Department of Agriculture (USDA) agencies for recording changes to commercial leases in the Corporate Property Automated Information System (CPAIS) to ensure a standard process is used by all USDA agencies.

BACKGROUND

CPAIS is the department-wide automated system for managing the USDA real property portfolio, including owned real property, commercial leases, and GSA assignments.

Because CPAIS represents a standardized approach to the real property portfolio, it is imperative to ensure that standards are applied in entering data into the new system.

PROCEDURES

Agencies and offices that have commercial leases for USDA space must enter the terms and conditions, such as the dollar amounts for rent, option periods, and beginning and expiration dates of each original lease into CPAIS. It is important to be able to track the original lease terms and conditions and any changes for audit purposes. Any changes to the lease terms and conditions become a modification to that lease and shall be entered and saved in CPAIS as a modification (Mod). Sometimes these are also called amendments or supplemental agreements. In the CPAIS system, we call these Mods.

INQUIRIES

Questions concerning this bulletin should be directed to Charles Swinton in the Office of Procurement and Property Management, Property Management Division, at (202) 720-4091.

EFFECTIVE DATE

This bulletin is effective May 24, 2004.



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